

For questions or problems with the test instructions, email
EBSHelpDesk@KingCounty.gov

Getting Started

Access the SFTP (Secure File Transfer Protocol) website by keying into your browser the URL: <https://sftp.kingcounty.gov/>

Step I: Logging In

The Login screen is the first step in the KC Secure Transport process.

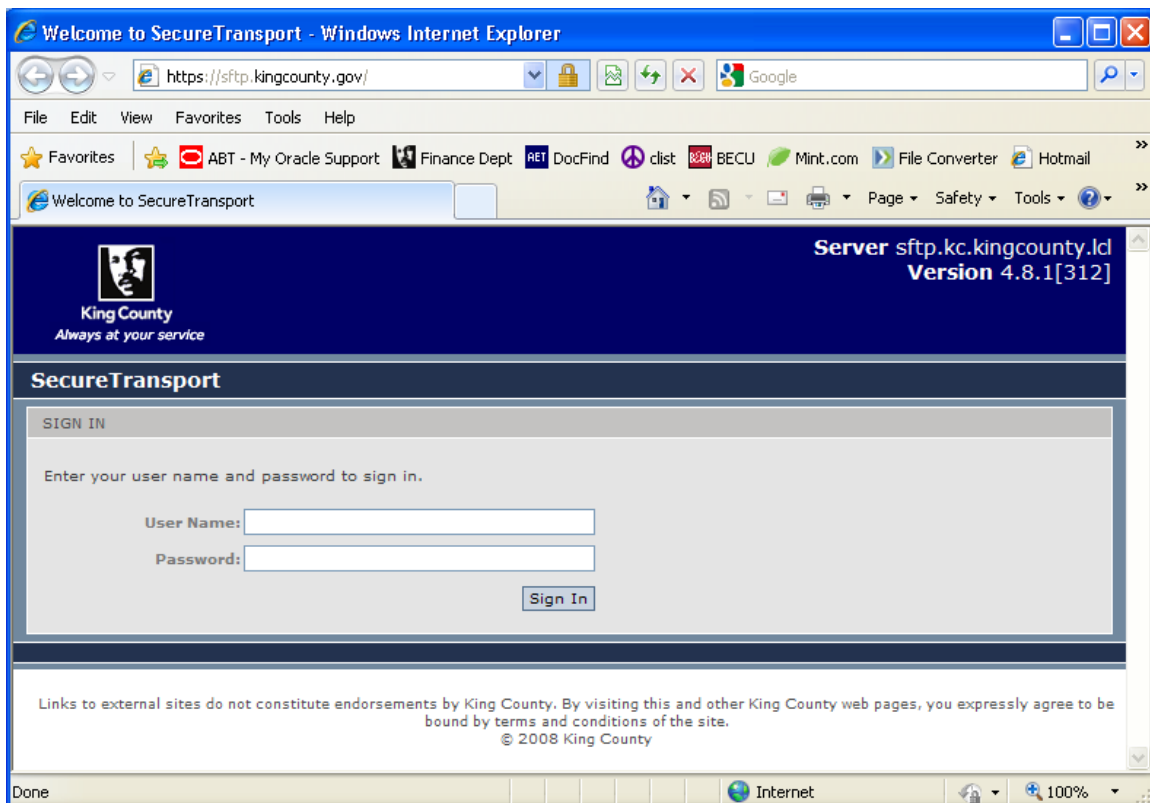


Figure 1. Log-In Page for KC Secure Transport

User Name: [unique for each user, it is your Side System Short Name (SSName)
(NOTE: there is no qa at the end of your Short Name for Go-Live as there was in testing)]

Password: [provided via email, you will be prompted to change after first log in]

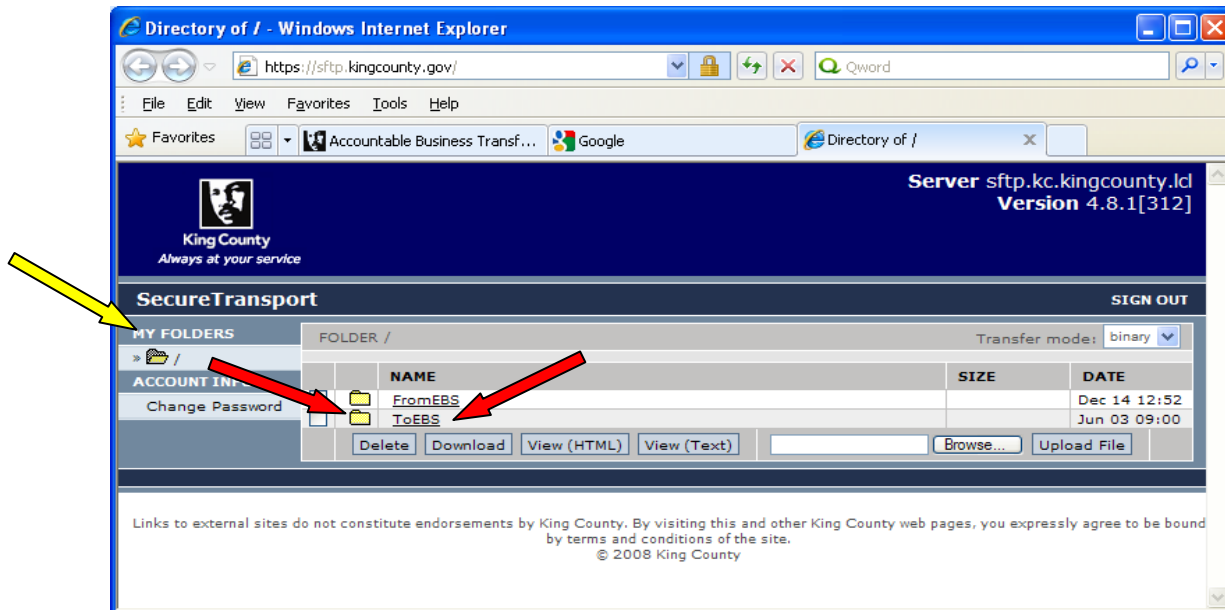
Enter the unique **User Name** & **Password** provided to you via e-mail from the **EBS Help Desk**.

Click "Sign In." 

Step II: Uploading a File

You will see **MY FOLDERS** (Yellow Arrow) displayed initially.

IMPORTANT! Before browsing and uploading your file, you must first select the ToEBS folder, or your upload file will not reach King County.



Select the ToEBS folder by clicking on either the **yellow folder** or the **ToEBS** link (Red Arrows).

You will be presented with the screen below showing an opened folder (yellow arrow) as the ToEBS icon:

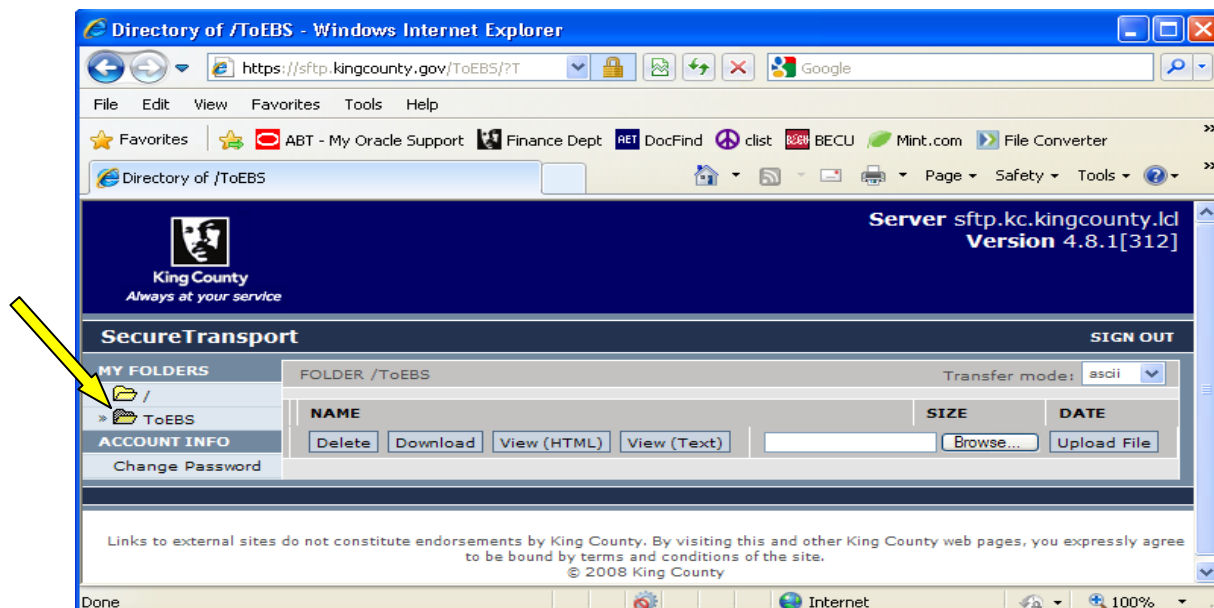
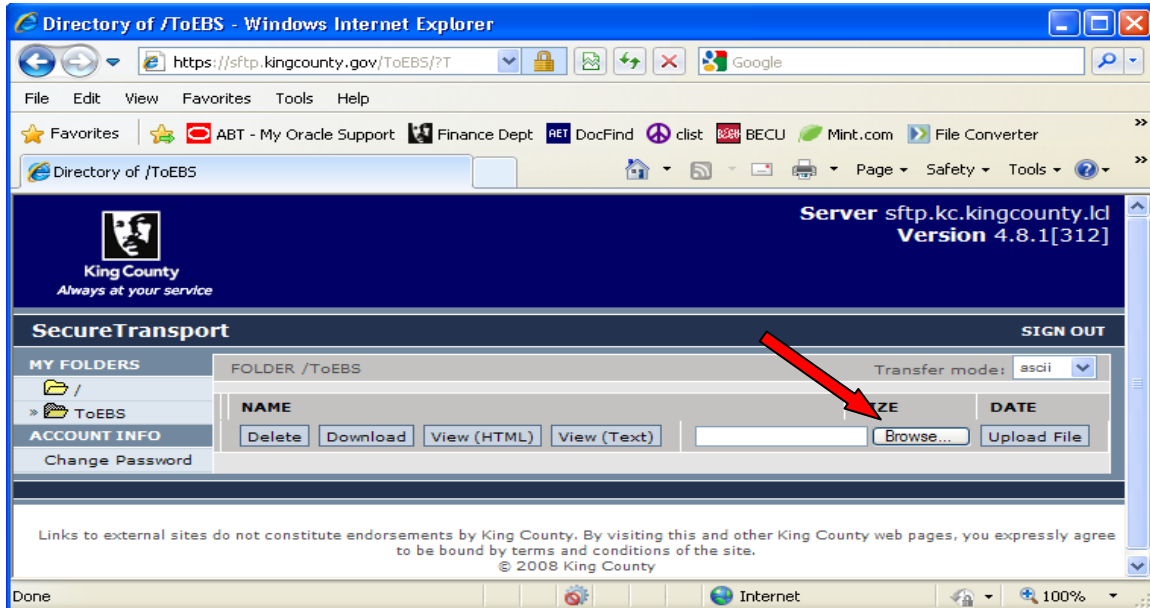


Figure 7. Axway Site - Directory of /ToEBS

Now that the ToEBS folder is open, click the **"Browse"** button



Navigate to the directory location where you store files for transmission to King County.

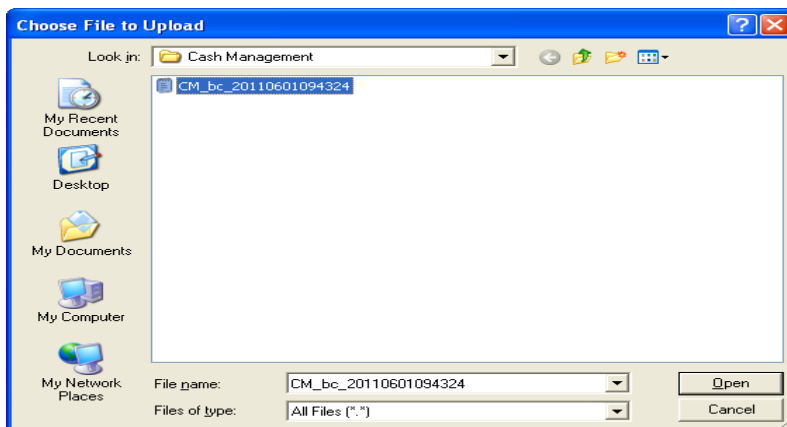


Figure 7.a. Example District Explorer Browser "Choose File to Upload"

Select the file you wish to transmit in the dialog box and click **"Open"**.

A partial view of the path\filename appears in the browser window (Yellow Arrow).

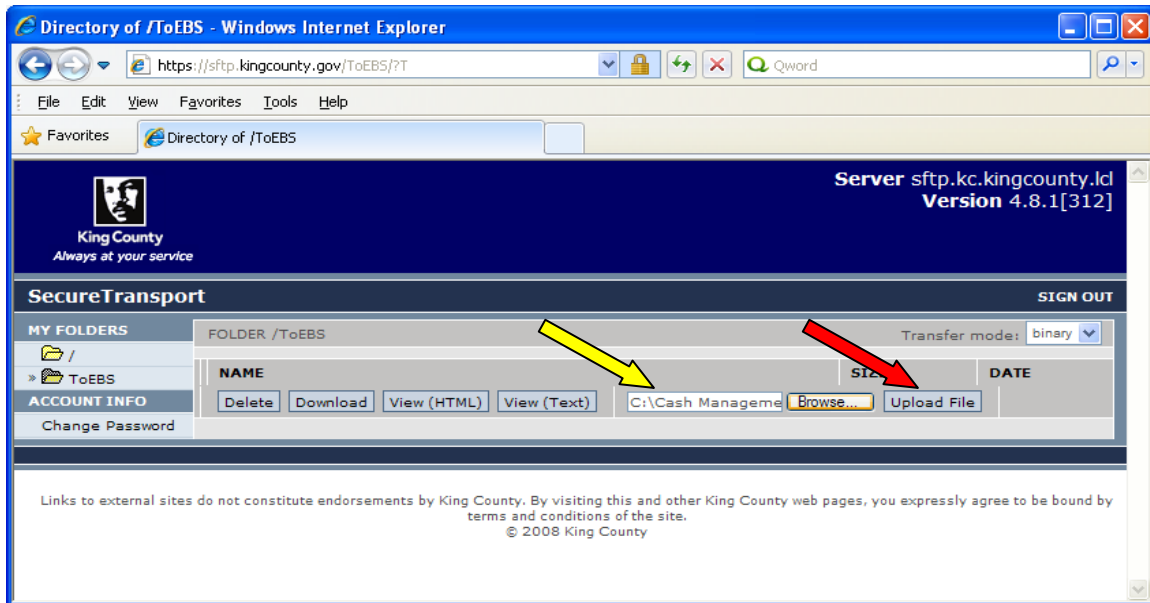
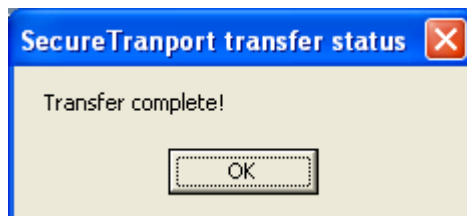


Figure 8. Axway Folder Directory of FOLDER/ToEBS

Next, click the **"Upload File"** button (pointed out by the (Red Arrow) above).



The Transfer complete message indicates that the KC Secure Transport Process has worked successfully.

The transmitted file name, along with the file size, date and time appear in the window under the **Name** banner (Red Arrow) as confirmation that the file that has been sent.

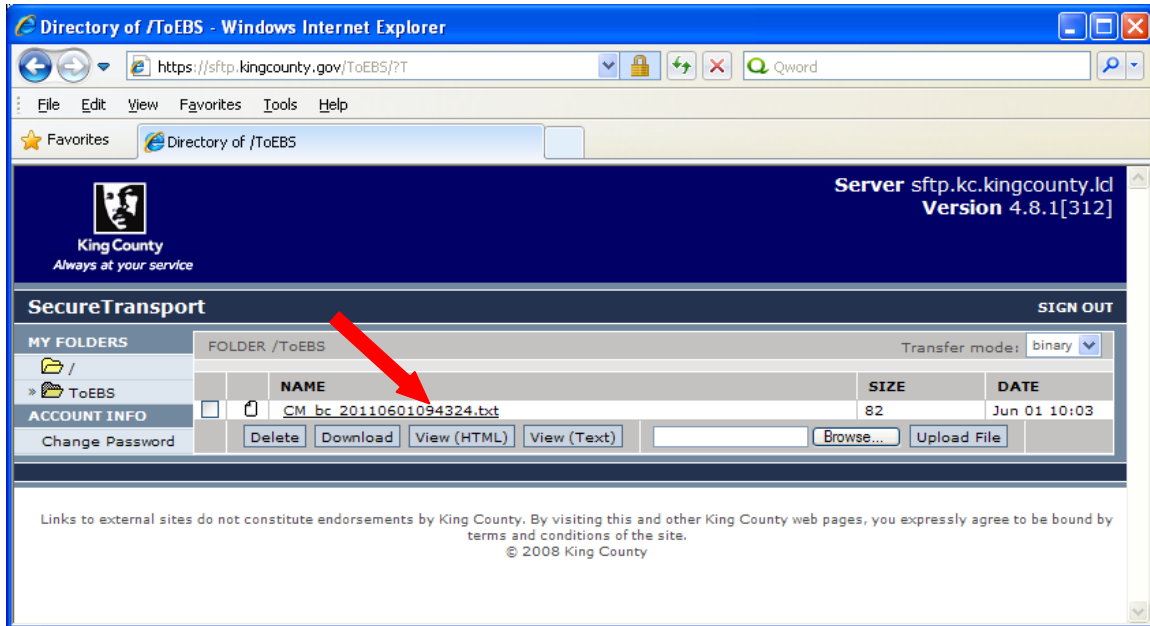


Figure 9. Axway Folder Directory of FOLDER/ToEBS

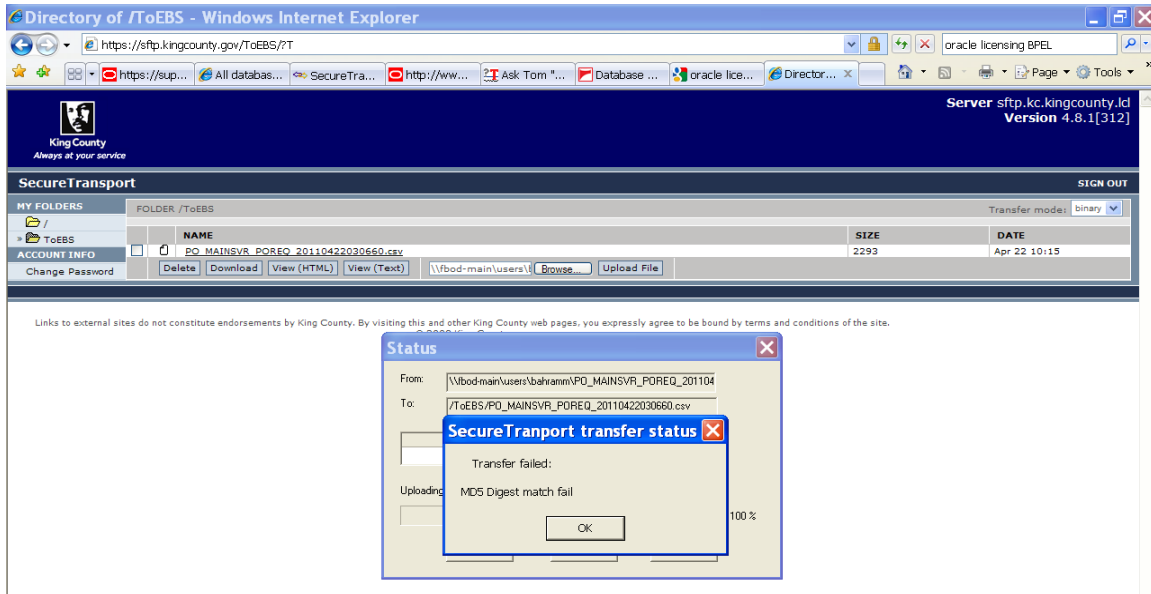
You can **Sign Out** by closing the internet tab or session.

If you are having problems, contact the EBS Help Desk at:

EBSHelpDesk@KingCounty.gov

Problem 3:

When you try to upload a file, you get the message 'MD5 Digest match fail':



This is status message indicates that your login session has timed out. If you get this error, close your browser and open another Internet Explorer session to <https://sftp.kingcounty.gov> and repeat your log in.

If you are still having problems, contact the EBS Help Desk at:

EBSHelpDesk@KingCounty.gov